

NEXTOREx

NEXTOREx Accounting & Banking

Accounts, vouchers, banking and reports.

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Online edition: <https://nextorex.com/help>

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Accounts, vouchers, banking and reports

Receive a customer payment

Record money a customer pays you later, so their balance goes down.

Plan: Business and above

What this does

When a customer pays you money they owed, you record it with a receipt voucher. Their balance goes down and your cash or bank balance goes up.

Before you start

- The customer must already owe you money, for example from a [part payment](#) or a [delivered sales order](#).

Steps

1. Open **Finance**, then **Voucher**.
2. Click **Receipt**. The **Receipt Voucher** window opens.

Cash or bank account (1), account (2), amount (3), customer (4) and Post Receipt (5).

3. Under **Customer**, search by name or phone and choose the customer. Their current balance is shown. If your account also uses Education, this box is called **Customer or Student** and every result carries a **CUSTOMER** or **STUDENT** badge. See [Education receipt and payment vouchers](#).
4. Choose the **Bank / cash account** (1) that received the money, for example *Cash in Hand*.
5. Choose the **Income / asset account** (2). To collect from a customer for a sale already invoiced, choose *Accounts Receivable*.
6. Enter the **Amount** (3) and check the **Voucher date** and **Payment method**.
7. Add a **Narration**, for example *Part payment against INV-2026-0004*.
8. Click **Post Receipt** (5).

What happens next

The receipt is posted to your accounts. The customer's balance goes down by the amount you entered. Check it in the **Customer Ledger** or on the customer list.

Home • POS & Inventory • Accounting • Vouchers

Vouchers

Post and review controlled Payment, Receipt, Contra and Journal entries.

Chart of Accounts Journal Entries Ledger Reports

Payment

Receipt

Contra

Journal

Print List

SEARCH

FROM

TO

VOUCHER TYPE

Q Voucher number or narration

Select date

Select date

All Types

Apply Filters

Reset

All active

Payments

Receipts

Contra

Journal

System generated

Reversed

3 vouchers in this view

Double-click to view details • right-click for actions

Columns

VOUCHER #	DATE	TYPE	DESCRIPTION	SOURCE	STATUS	CREATED BY
JV-000002	10/16/2026	journal	Salary entered twice by mistake	Manual	Posted	—
CV-000001	10/16/2026	contra	Bank deposit from the cash drawer	BankTransaction	Posted	—
JV-000001	10/16/2026	journal	Owner's starting cash	Manual	Posted	—

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Next

Posted vouchers, including the receipt you just made.

Important notes

- The **Related invoice** box is optional. The payment reduces the customer's balance whether or not you pick an invoice.

Related guides

- [Customer and supplier ledgers](#)
- [Vouchers and journal entries](#)
- [Student payments and fee statement](#)

Chart of Accounts

See the list of accounts NEXTOREx keeps for your business and add your own.

Plan: Starter and above (adding accounts needs Business and above)

What this does

The Chart of Accounts is the list of accounts where NEXTOREx records money: cash, bank, what customers owe you, what you owe suppliers, sales, costs and more. NEXTOREx uses double-entry accounting, so every sale, purchase and payment is recorded in two accounts for you. A starting set of accounts is created with your business.

Steps

To look at your accounts:

- 1. Open **Finance**, then **Chart of Accounts**.
- 2. Read the list. Each account has a **Code**, **Account name**, **Account type**, **Normal balance**, and whether it can be posted to.

Chart of Accounts

Manage your accounting structure, ledger hierarchy and posting accounts.

Hierarchy

Ledger Reports

+ New Account

13 accounts

Debit-normal: assets & expenses

Credit-normal: liabilities, equity & income

Columns						
CODE	ACCOUNT NAME	PARENT ACCOUNT	ACCOUNT TYPE	NORMAL BALANCE	POSTING	STATUS
Code	Account Name	Parent Account	Account Type			Status
1000	Cash & Bank System account	Top-level	Asset	Debit	No	Active
1000-01	Cash in Hand System account	1000 - Cash & Bank	Asset	Debit	Yes	Active
1100	Accounts Receivable System account	Top-level	Asset	Debit	Yes	Active
1200	Inventory Asset System account	Top-level	Asset	Debit	Yes	Active
2000	Accounts Payable System account	Top-level	Liability	Credit	Yes	Active
2100	Sales Tax Payable System account	Top-level	Liability	Credit	Yes	Active
3000	Opening Balance Equity System account	Top-level	Equity	Credit	Yes	Active
3100	Retained Earnings System account	Top-level	Equity	Credit	Yes	Active

Your accounts, for example Cash in Hand, Accounts Receivable and Sales Revenue.

To add an account:

- 1. Click **New Account**.
- 2. Enter a **Code** and the **Account name**.

3. Choose the **Account category**. Optionally choose a **Parent account** to place it under another account.
4. Leave **Active account** switched on.
5. Click **Save Account**.

What happens next

The new account appears in the list and can be chosen when you post vouchers and bank transactions.

Important notes

- You do not need to make accounts for normal sales, purchases and stock. NEXTOREx posts those to the right accounts for you.
- Ask your accountant before adding accounts.

Related guides

- [Vouchers and journal entries](#)
- [Customer and supplier ledgers](#)

Vouchers and journal entries

Post payments, receipts, transfers and manual journal entries, and reverse a voucher if you made a mistake.

Plan: Business and above

What this does

A voucher is a record of money moving. NEXTOREx has four kinds:

- **Payment:** money you pay out, for example to a supplier.
- **Receipt:** money you receive, for example from a customer.
- **Contra:** money moved between your own cash and bank accounts.
- **Journal:** a manual entry for an accountant, with debits and credits that must balance.

Sales, purchases and other actions in NEXTOREx also create entries for you. These are marked as system generated.

Steps

To see vouchers:

1. Open **Finance**, then **Voucher**.
2. Use the filters at the top to search by text, date or voucher type.

Home • POS & Inventory • Accounting • Vouchers

Vouchers

Post and review controlled Payment, Receipt, Contra and Journal entries.

Chart of Accounts Journal Entries Ledger Reports

Payment

Receipt

Contra

Journal

Print List

SEARCH

FROM

TO

VOUCHER TYPE

Apply Filters

Reset

All active

Payments

Receipts

Contra

Journal

System generated

Reversed

3 vouchers in this view

Double-click to view details • right-click for actions

Columns						
VOUCHER #	DATE	TYPE	DESCRIPTION	SOURCE	STATUS	CREATED BY
JV-000002	10/16/2026	journal	Salary entered twice by mistake	Manual	Posted	—
CV-000001	10/16/2026	contra	Bank deposit from the cash drawer	BankTransaction	Posted	—
JV-000001	10/16/2026	journal	Owner's starting cash	Manual	Posted	—

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Posted vouchers with their type, date and status.

To post a voucher:

1. Click **Payment, Receipt, Contra** or **Journal**.
2. Fill in the window. See [Pay a supplier](#) and [Receive a customer payment](#).
3. For a Journal voucher, add lines with **Add line**. Each line has an account and either a debit or a credit. The bottom of the window shows **Balanced** when debits equal credits.
4. Click the post button.

To look at or undo a voucher:

1. Right-click the voucher in the list.
2. Choose **View details, Print voucher** or **Reverse voucher**.

What happens next

If you made a mistake, choose **Reverse voucher** instead of trying to edit it. NEXTOREx records an opposite entry and marks the original as reversed. Then post the correct voucher.

The **Journal Entries** page shows all entries, with filters for manual, system generated and reversed entries.

Home • POS & Inventory • Accounting • Journal Entries

Journal Entries Vouchers Ledger Reports + New Journal Entry

Create, review and manage accounting journal entries.

PERIOD: This Month x JOURNAL TYPE: Journal Type x SEARCH: Entry number or description Apply Filters Reset

All Entries Manual System Generated Reversed

Entry # / Description	DATE	Journal Type	DESCRIPTION	SOURCE	STATUS
JV-000003	10/16/2026	journal	Reversal of JV-000002: Entered twice by mistake	Manual	Posted
CV-000002	10/16/2026	contra	Cash for the office drawer	BankTransaction	Posted
JV-000002	10/16/2026	journal	Salary entered twice by mistake	Manual	Reversed
CV-000001	10/16/2026	contra	Bank deposit from the cash drawer	BankTransaction	Posted
JV-000001	10/16/2026	journal	Owner's starting cash	Manual	Posted

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Every entry, including the ones NEXTOREx made for you.

Schools and academies that use Education record student receipts and staff payments with the same screen. The party box shows **Student, Staff, Customer** and **Supplier** badges. See [Education receipt and payment vouchers](#).

Step-by-step guides

- [Post a journal voucher](#)
- [Move money between your own accounts \(Contra voucher\)](#)
- [Reverse a voucher](#)
- [Ledger reports](#)

Related guides

- [Chart of Accounts](#)
- [Customer and supplier ledgers](#)
- [Education receipt and payment vouchers](#)

Bank and cash accounts

Add the bank accounts and cash drawers you use, with their opening balances.

Plan: Business and above

What this does

Bank and cash accounts are the places your money sits: a bank account, or cash in a drawer. Sales, receipts and payments are recorded against them so you can see each balance. A cash account named **Cash in Hand** is created for you.

Steps

1. Open **Finance**, then **Bank**.
2. Click **Add Account**.

The screenshot shows the 'Add Bank or Cash Account' form with the following sections and numbered steps:

- Account Identity:** Step 1 points to the 'ACCOUNT NAME' field, which contains 'Meezan Current Account'.
- Accounting Setup:** Step 2 points to the 'ACCOUNT KIND' dropdown menu, which is set to 'Bank Account'.
- Linked Ledger Account (Optional):** This section is optional and currently set to 'Automatic'.
- Bank or Cash Details:** This section contains fields for 'BANK NAME', 'BRANCH NAME', 'ACCOUNT NUMBER', and 'IBAN'.
- Currency and Opening Balance:** Step 3 points to the 'CURRENCY' dropdown menu, which is set to 'PKR — Pakistani Rupee'. Step 4 points to the 'OPENING BALANCE' field, which contains '100000'.
- Buttons:** Step 5 points to the 'Add Account' button at the bottom right.

Name (1), kind (2), currency (3), opening balance (4) and Add Account (5).

3. Enter the **Account name** (1), for example *Meezan Current Account*.
4. Choose the **Account kind** (2): **Bank Account** or **Cash Account**.
5. Choose the **Currency** (3).
6. If the account already has money in it, enter the **Opening balance** (4).
7. Click **Add Account** (5).

What happens next

The account is listed under **Bank** and can be used when you record deposits, withdrawals, transfers and cheques.

Bank & Cash Accounts

Manage bank accounts, cash accounts and their accounting configuration.

+ Add Account

Columns

☐	Account Name	↑↓	Account Kind	▼	🔍	Bank	Account Number	ACCOUNTING CLASSIFICATION	Cu
☐	Cash in Hand		Cash Account		—	—		Asset - Current Asset Cash in Hand	PKR

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Your bank and cash accounts.

To see the money in and out of each account, open **Bank Ledger**. Use **Bank Summary** for balances and **Bank Statement** for a list of transactions.

Home • POS • Bank • Ledger

Print Summary

Bank Accounts

Cheques

Bank Ledger

Review account balances, inflows, outflows and transaction history.

BANK ACCOUNT

PERIOD

All Bank Accounts

Today

2026-10-16 → 2026-10-16

Apply Filters

Reset

Bank Summary

Bank Statement

Columns

Account	TYPE	OPENING BALANCE	MONEY IN	MONEY OUT	CLOSING BALANCE	PENDING BALANCE	Currency	DEFAULT
 Cash in Hand	cash	PKR 13,850	PKR 0	PKR 10,000	PKR 3,850	PKR 0	PKR	Default

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Opening balance, money in, money out and closing balance for each account.

Related guides

- [Deposits, withdrawals and transfers](#)
- [Cheques](#)

Post a journal voucher

Step by step: post a manual journal entry with balanced debits and credits, then check it.

Plan: Business and above

What this does

A journal voucher is a manual entry for your accountant. You choose the accounts, and for each account you enter either a debit or a credit. NEXTOREx only posts the voucher when total debits equal total credits.

This guide posts a month-end accrual: the October salary of 30,000 is an expense now, and you owe it.

Before you start

- You need permission to post vouchers. Your plan must include accounting.
- Know the accounts you will use. Open **Chart of Accounts** to look them up. See [Chart of Accounts](#).

Steps

- Open **Finance**, then **Voucher**.

Home • POS & Inventory • Accounting • Vouchers

Vouchers

Post and review controlled Payment, Receipt, Contra and Journal entries.

Chart of Accounts Journal Entries Ledger Reports

Payment 2 Receipt 3 Contra 4 Journal Print List

SEARCH FROM TO VOUCHER TYPE

Q Voucher number or narration Select date Select date All Types Apply Filters Reset

All active Payments Receipts Contra Journal System generated Reversed

5 vouchers in this view Double-click to view details · right-click for actions

VOUCHER #	DATE	TYPE	DESCRIPTION	SOURCE	STATUS	CREATED BY
JV-000003	10/16/2026	journal	Reversal of JV-000002: Entered twice by mistake	Manual	Posted	—
CV-000002	10/16/2026	contra	Cash for the office drawer	BankTransaction	Posted	—
JV-000002	10/16/2026	journal Reversed	Salary entered twice by mistake	Manual	Reversed	—
CV-000001	10/16/2026	contra	Bank deposit from the cash drawer	BankTransaction	Posted	—
JV-000001	10/16/2026	journal	Owner's starting cash	Manual	Posted	—

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Payment (1), Receipt (2), Contra (3) and Journal (4).

- Click **Journal** (4). The **Journal Voucher** window opens.
- Check the **Voucher date**. Type a **Narration** (1), for example *October salary accrual*.

4. On the first line, choose the **Account** (2), for example **Salary Expense**, and type the amount under **Debit** (3).
5. On the second line, choose **Accounts Payable** and type the same amount under **Credit**.
6. Use **Add line** if you need more lines. Use the bin icon to remove a line.
7. Check the bottom of the window. It shows the total debit, the total credit and **Balanced** (4).
8. Click **Post Journal** (5).

The screenshot shows the 'Journal Voucher' form with the following elements and numbered callouts:

- 1**: Narration (Optional) field containing 'October salary accrual'.
- 2**: Account dropdown menu showing 'Salary Expense'.
- 3**: Debit amount field containing '30000'.
- 4**: Balanced status indicator at the bottom right.
- 5**: Post Journal button at the bottom right.

The form also includes a 'Voucher header' section with a 'Voucher date' of 'Oct 16, 2026' and a 'Journal lines' section with two lines: 'Salary Expense' (Debit 30000) and 'Accounts Payable' (Credit 30000). The total debit is 'Dr 30000.00' and the total credit is 'Cr 30000.00'.

Narration (1), account (2), debit (3), Balanced (4) and Post Journal (5).

What happens next

The voucher is posted with a number such as **JV-000004** and appears in the **Vouchers** list with the source **Manual**. Double-click it to open the details: the voucher lines, the total debits and credits, and the note *Posted entries are immutable*.

JV-000004 Journal voucher

Accounting posting detail and audit context

STATUS
Posted

VOUCHER DATE
10/16/2026

POSTED AMOUNT
30,000.00

GENERAL INFORMATION

VOUCHER NUMBER
JV-000004

ENTRY TYPE
Journal voucher

NARRATION
October salary accrual

OWNERSHIP & AUDIT

CREATED BY
Unavailable

RECORD STATE
Immutable posted entry.

VOUCHER LINES

2 account lines

Salary Expense
6000

DEBIT
30,000.00

CREDIT
—

Accounts Payable
2000

DEBIT
—

CREDIT
30,000.00

ACCOUNTING IMPACT

Total debits
30,000.00

Total credits
30,000.00

2 Posting invariant

Balanced

SOURCE & REFERENCES

No source document is linked. This appears to be a manual accounting entry.

NOTES & ATTACHMENTS

No attachment or separate note data is available for this voucher.

Posted entries are immutable.

Print 3
 Reverse
 Close

The lines (1), the Balanced check (2) and Reverse (3).

The accounts change straight away. Salary Expense shows in your [Profit and Loss report](#), and Accounts Payable shows in your [Balance Sheet](#).

Important notes

- You cannot edit or delete a posted voucher. If it is wrong, [reverse it](#) and post the correct one.
- Each line has a debit **or** a credit, not both.
- Do not use a journal voucher to move money in or out of a bank or cash account. Use a [Contra voucher](#), a payment, a receipt or a [bank transaction](#), so the balance shown for the bank or cash account stays right.

Related guides

- [Vouchers and journal entries](#)
- [Reverse a voucher](#)
- [Ledger reports](#)

Deposits, withdrawals and transfers

Record money going into or out of a bank or cash account, and move money between your accounts.

Plan: Business and above

What this does

Use these to keep your bank and cash balances correct for money that does not come from a sale or a supplier payment: depositing takings, paying an expense from the bank, or moving cash to the bank.

Before you start

- Add your [bank and cash accounts](#).

Record a deposit

1. Open **Finance**, then **Bank Transaction**.
2. Click **Record transaction**.

Record Transaction

TRANSACTION DETAILS

TRANSACTION TYPE * **1** Deposit **2**

PAYMENT METHOD * Cash

ACCOUNT * Meezan Current Account **3**

AMOUNT * **4** 25000

RECEIVED FROM (ACCOUNT) * **5** 4000 — Sales Revenue (income)

NOTES

NOTES

Deposit of daily takings

6 Cancel Record

Type (1), method (2), account (3), amount (4), where the money came from (5) and Record (6).

3. Choose **Transaction type** (1) **Deposit**.
4. Choose the **Payment method** (2).
5. Choose the **Account** (3) that receives the money.
6. Enter the **Amount** (4).

7. Choose **Received from (account)** (5), the account the money comes from.
8. Add a note and click **Record** (6).

Record a withdrawal

Do the same, but choose **Withdrawal** as the type. The last box becomes **Paid to (account)**. Choose the account the money was spent on.

The screenshot shows a 'Record Transaction' dialog box with the following fields and steps:

- TRANSACTION DETAILS**
 - TRANSACTION TYPE ***: Step 1 points to the 'Withdrawal' dropdown menu.
 - PAYMENT METHOD ***: 'Cash' dropdown menu.
 - ACCOUNT ***: 'Meezan Current Account' dropdown menu. Step 2 points to this field.
 - AMOUNT ***: '5000' text input field.
 - PAID TO (ACCOUNT) ***: Step 3 points to the dropdown menu showing '5000 — Cost of Goods Sold (expense)'.
- NOTES**
 - NOTES**: A text area containing 'Shop rent'.
- Buttons**: 'Cancel' (Step 4 points to it) and 'Record'.

A withdrawal asks where the money was paid to.

Move money between your accounts

1. Click **Transfer funds**.

Transfer Funds ×

FROM ACCOUNT * TO ACCOUNT *

1 Cash in Hand 2 Meezan Current Account ×

Available balance **PKR 0.00**

AMOUNT *

3 3000

This amount exceeds the available balance — the transfer will be blocked unless overdraft is permitted for your role.

NOTES

Cash taken to bank

Cancel 4 **Transfer**

From account (1), to account (2), amount (3) and Transfer (4).

2. Choose the **From account** (1) and the **To account** (2).
3. Enter the **Amount** (3) and click **Transfer** (4).

What happens next

The transaction appears in the list with its type, account and amount. Both balances update.

Home

•

POS & Inventory

•

Bank

•

Transactions

Bank Transactions

Deposit, withdrawal, and transfer history across your bank and cash accounts.

Print

Save PDF

Transfer funds

Accounts

Ledger

+ Record transaction

ACCOUNT

All accounts

x

TYPE

All types

x

METHOD

All methods

x

DATE

Today

x

Apply Filter

Columns

Oct 16, 2026

Oct 16, 2026

All accounts

All types

All methods

AMOUNT

NOTE

10/16/2026

—

transfer in

Online Transfer

3,000.00

Cash taker bank

10/16/2026

—

transfer out

Online Transfer

3,000.00

Cash taker bank

10/16/2026

—

withdrawal

Cash

5,000.00

Shop rent

10/16/2026

—

deposit

Cash

25,000.00

Depc of da taking

10/16/2026

—

opening balance

Cash

100,000.00

Oper balar

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Deposits, withdrawals and transfers.

Related guides

- Cheques
- Bank and cash accounts

Move money between your own accounts (Contra voucher)

Move cash into the bank, or bank money into the cash drawer, with a Contra voucher.

Plan: Business and above

What this does

A Contra voucher moves money between two of your own bank or cash accounts, for example from the cash drawer to the bank. It is not income and not an expense, so it does not change your profit.

Before you start

- Create the accounts first. See [Bank and cash accounts](#). A cash account called **Cash in Hand** already exists.
- The two accounts must be different.

Steps

1. Open **Finance**, then **Voucher**, and click **Contra**.
2. Choose the **From account** (1), where the money is now.
3. Choose the **To account** (2), where the money goes. The list shows the **Balance** of each account.
4. Type the **Amount** (3). Check the **Voucher date**.
5. Add a **Narration**, for example *Cash for the office drawer*.
6. Click **Post Transfer** (4).

Contra Voucher

INTERNAL TRANSFER

Move funds between two bank or cash accounts with a GL posting.

Transfer route

Select the source and destination accounts. The two accounts must be different.

1

FROM ACCOUNT *

Meezan Current Account

2

TO ACCOUNT *

Cash in Hand

Transfer amount

The source account balance and overdraft permission are enforced by the backend.

3

AMOUNT *

10000

VOUCHER DATE

Oct 16, 2026

Narration

Optional context for the internal transfer audit trail.

NARRATION (OPTIONAL)

Cash for the office drawer

Values remain intact if the transfer is rejected.

Cancel

4

Post Transfer

From account (1), to account (2), amount (3) and Post Transfer (4).

What happens next

The voucher is posted with a number such as **CV-000002**. The amount leaves the first account and arrives in the second. Both movements appear in the [Ledger reports](#) and in the [Bank ledger](#).

Important notes

- If the **From account** does not hold enough, NEXTOREx shows a warning. The transfer is blocked unless your role allows an overdraft.
- Posted vouchers cannot be edited. To undo a transfer, [reverse the voucher](#).

Related guides

- Vouchers and journal entries
- Bank transactions

Cheques

Record a cheque you received or issued, then mark it cleared or bounced.

Plan: Business and above

What this does

A cheque does not move money until the bank clears it. NEXTOREx lets you record the cheque as **Pending** and apply the money only when it clears. If the bank returns it, you mark it as bounced.

Before you start

- Add the [bank account](#) the cheque belongs to.

Record a cheque

1. Open **Finance**, then **Cheque**.
2. Click **Add Cheque**.

Add Cheque

TRANSACTION DETAILS

TRANSACTION TYPE * PAYMENT METHOD *

ACCOUNT * AMOUNT *

Booked to Accounts Receivable through the selected party's ledger.

CHEQUE DETAILS

CHEQUE NUMBER CHEQUE DATE

CHEQUE STATUS PARTY TYPE

PARTY

NOTES

NOTES

Cancel

Type, account, amount, cheque number and status.

3. Choose **Transaction type: Deposit** for a cheque you received, **Withdrawal** for one you issued. The payment method is set to **Cheque**.
4. Choose the **Account** and enter the **Amount**.

5. Choose the other account in **Received from (account)** or **Paid to (account)**. For a cheque from a customer for an invoice, choose *Accounts Receivable*.
6. Enter the **Cheque number** and **Cheque date**.
7. Choose the **Cheque status: Pending (hold balance)** if the cheque has not cleared yet, or **Cleared (apply now)**.
8. Choose the **Party type** and **Party**. NEXTOREx will not save the cheque without them.
9. Click **Record**.

Clear or bounce a cheque

1. In the **Cheque** list, right-click the cheque.
2. Choose **Clear cheque** when the bank has cleared it. Confirm the message. The money is then applied to the account balance.
3. Choose **Mark as bounced** if the bank returned it.

The **Due & Overdue** tab is for cheques that are waiting to clear.

Important notes

- A pending cheque is held back from the balance until you clear it.

Related guides

- [Bank and cash accounts](#)
- [Deposits, withdrawals and transfers](#)

Reverse a voucher

Correct a posted voucher by reversing it. NEXTOREx posts an opposite entry and keeps the original.

Plan: Business and above

What this does

A posted voucher is never edited or deleted. If it is wrong, you reverse it. NEXTOREx posts a new voucher with the debits and credits swapped, and marks the original as **Reversed**. Then you post the correct voucher.

Before you start

You need permission to reverse vouchers. Know the voucher you want to reverse.

Steps

1. Open **Finance**, then **Voucher**.
2. Right-click the voucher in the list.

The screenshot shows the 'Vouchers' page in the NEXTOREx application. The breadcrumb trail is 'Home > POS & Inventory > Accounting > Vouchers'. The page title is 'Vouchers' with a subtitle 'Post and review controlled Payment, Receipt, Contra and Journal entries.' Below this are tabs for 'Chart of Accounts', 'Journal Entries', and 'Ledger Reports'. There are buttons for 'Payment', 'Receipt', 'Contra', 'Journal', and 'Print List'. A search bar is present with filters for 'FROM', 'TO', and 'VOUCHER TYPE'. Below the search bar are tabs for 'All active', 'Payments', 'Receipts', 'Contra', 'Journal', 'System generated', and 'Reversed'. The main area shows '3 vouchers in this view' and a table of vouchers. A context menu is open over the first voucher, showing options: 'View details', 'Print voucher', and 'Reverse voucher' (which is highlighted with a red box and a yellow circle with the number 1). The table has columns: VOUCHER #, DATE, TYPE, DESCRIPTION, SOURCE, STATUS, and CREATED BY. The vouchers listed are JV-000002, CV-000001, and JV-000001, all dated 10/16/2026 and marked as 'Posted'.

VOUCHER #	DATE	TYPE	DESCRIPTION	SOURCE	STATUS	CREATED BY
JV-000002	10/16/2026	journal	Salary entered twice by mistake	Manual	Posted	—
CV-000001	10/16/2026	contra	Bank deposit from	Bank action	Posted	—
JV-000001	10/16/2026	journal	Owner's starting		Posted	—

Reverse voucher (1).

3. Choose **Reverse voucher** (1).
4. Type a **Reason** (1) if you want to. It becomes part of the new voucher's narration.
5. Click **Yes, Reverse** (2).

Reverse JV-000002?

This posts a new reversing entry with debit/credit swapped — the original voucher is never edited or deleted.

1 REASON (OPTIONAL)

Entered twice by mistake

Cancel **2** Yes, Reverse

Reason (1) and Yes, Reverse (2).

You can also open the voucher and click **Reverse** at the bottom of the details window.

What happens next

- The original voucher, for example **JV-000002**, gets the status **Reversed**.
- A new voucher, for example **JV-000003**, is posted with the narration *Reversal of JV-000002*, followed by your reason.
- Open the **Reversed** tab to see all reversed vouchers.

Home · POS & Inventory · Accounting · Vouchers

Vouchers

Post and review controlled Payment, Receipt, Contra and Journal entries.

Chart of Accounts Journal Entries Ledger Reports

Payment

Receipt

Contra

Journal

Print List

SEARCH

FROM

TO

VOUCHER TYPE

Q Voucher number or narration

Select date

Select date

All Types

Apply Filters

Reset

All active

Payments

Receipts

Contra

Journal

System generated

Reversed

1 vouchers in this view

Double-click to view details · right-click for actions

Columns

VOUCHER #	DATE	TYPE	DESCRIPTION	SOURCE	STATUS	CREATED BY
JV-000002	10/16/2026	Journal Reversed	Salary entered twice by mistake	Manual	Reversed	—

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Prev Page 1 of 1 Next

Reversed vouchers stay on record.

- **Journal Entries** lists both the original and the reversal, so the history is complete.

Home • POS & Inventory • Accounting • Journal Entries

VouchersLedger Reports

New Journal Entry

Journal Entries

Create, review and manage accounting journal entries.

PERIOD

This Month

JOURNAL TYPE

Journal Type

SEARCH

Entry number or description

Apply Filters

Reset

All Entries

Manual

System Generated

Reversed

Entry # / Description	DATE	Journal Type	DESCRIPTION	SOURCE	STATUS
JV-000003	10/16/2026	journal	Reversal of JV-000002: Entered twice by mistake	Manual	Posted
CV-000002	10/16/2026	contra	Cash for the office drawer	BankTransaction	Posted
JV-000002	10/16/2026	journal	Salary entered twice by mistake	Manual	Reversed
CV-000001	10/16/2026	contra	Bank deposit from the cash drawer	BankTransaction	Posted
JV-000001	10/16/2026	journal	Owner's starting cash	Manual	Posted

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PrevPage 1 of 1Next

The original is marked Reversed and the reversal is posted.

After reversing, post the correct voucher.

Important notes

- A reversal does not delete anything. The full history stays in your records for your accountant and auditors.

Related guides

- [Post a journal voucher](#)
- [Vouchers and journal entries](#)

Customer and supplier ledgers

See what each customer owes you and what you owe each supplier, with a statement of every transaction.

Plan: Starter and above

What this does

A ledger shows, for one customer or supplier, every amount added to their balance and every payment that reduced it. The balance summary lists everyone at once.

Customer Ledger

- 1. Open **Customer**, then **Ledger**.
- 2. The **Balance Summary** tab lists each customer with their **Balance Receivable**, the amount they owe you. Use the filters to choose a customer, a date range or a status.
- 3. Open the **Customer Statement** tab to see the detailed transactions for one customer.
- 4. Click **Print** to print what you are viewing.

Home • POS & Inventory • Customer Ledger

← Customers

Print

Customer Ledger

Review customer balances, activity and running statements.

Customer

Date

Status

All Customers

Month

Status

Filter

Reset

Balance Summary

Customer Statement

Columns

Customer	PHONE	Status	Balance Receivable
Alpha Traders	0300-1234567	Active	3,496.00
City Mart	0321-7654321	Active	2,500.00
Walk-in Customer	—	Active	0.00

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Prev Page 1 of 1 Next

Balance receivable for each customer.

Supplier Ledger

- 1. Open **Supplier**, then **Ledger**.
- 2. The **Balance Summary** tab lists each supplier with their **Balance Owed**.
- 3. Click **Statement** next to a supplier, or open the **Supplier Statement** tab, for the detailed transactions.

Home • POS & Inventory • Suppliers • Supplier Ledger

← Back to Suppliers

Print

Supplier Ledger

Review supplier balances and read-only transaction statements for the current Legal Entity.

SUPPLIER

DATE

All suppliers

Month ×

Apply Filters

Reset

Date range applies to Supplier Statement. Balance Summary always shows each supplier's current posted balance.

Balance Summary

Supplier Statement

Columns

Supplier	CODE	TERMS	Status	Balance Owed	ACTION
Prime Distributors	—	Net 30d	Active	8,000.00	Statement

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PrevPage 1 of 1Next

Balance owed to each supplier.

Ledger Reports

For a ledger across all accounts, open **Finance**, then **Ledger Reports**. It has four tabs: **General Ledger**, **Account Ledger**, **Customer Ledger** and **Supplier Ledger**. You can print the page or save it as a PDF.

Home • POS & Inventory • Accounting • Ledger Reports

PrintSave PDF

Ledger Reports

Review general, account, customer and supplier activity with backend-calculated balances.

General Ledger

Account Ledger

Customer Ledger

Supplier Ledger

ACCOUNT

DATE

All accounts

Today

×

Apply Filters

Reset

Opening Balance 0.00

Closing Balance 0.00

Columns

Date

↑↓

Journal Number

↕↓

Reference

↑↓

Account Code

↕↓

Account Name

↕↓

No ledger transactions were

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▼

Prev

Page 1 of 1

Next

Ledger Reports.

What happens next

Balances change as you sell, buy and record payments. See [Receive a customer payment](#) and [Pay a supplier](#).

Related guides

- [Receive a customer payment](#)
- [Aging report](#)

Ledger reports

Read the General Ledger and the ledger of a single account to see every posting and the running balance.

Plan: Business and above

What this does

Ledger Reports show every posting made to your accounts, with a running balance. Use them to find out how an account got to its balance.

Steps

1. Open **Finance**, then **Voucher**, and click **Ledger Reports**. You can also open it from **Chart of Accounts** or **Journal Entries**.
2. Choose a tab: **General Ledger**, **Account Ledger**, **Customer Ledger** or **Supplier Ledger**.

Home • POS & Inventory • Accounting • Ledger Reports

Ledger Reports

Review general, account, customer and supplier activity with backend-calculated balances.

Print **3** **Save PDF**

1 General Ledger **2** Account Ledger Customer Ledger Supplier Ledger

ACCOUNT: All accounts DATE: Today **Apply Filters** Reset

Opening Balance 0.00 Closing Balance 0.00

Date	Journal Number	Reference	Account Code	Account Name
2026-10-16	CV-000001	BankTransaction	1000-02	Meezan Current Account
2026-10-16	CV-000001	BankTransaction	1000-01	Cash in Hand
2026-10-16	CV-000002	BankTransaction	1000-01	Cash in Hand
2026-10-16	CV-000002	BankTransaction	1000-02	Meezan Current Account
2026-10-16	JV-000001		1000-01	Cash in Hand
2026-10-16	JV-000001		3000	Opening Balance Equity
2026-10-16	JV-000002		6000	Salary Expense
2026-10-16	JV-000002		1000-01	Cash in Hand
2026-10-16	JV-000003		1000-01	Cash in Hand
2026-10-16	JV-000003		6000	Salary Expense

The tabs (1 and 2) and Save PDF (3).

3. For **General Ledger**, set the date range and click **Apply Filters** to see the postings of all accounts.
4. For **Account Ledger**, choose the **Account** and click **Apply Filters** (1).

Home • POS & Inventory • Accounting • Ledger Reports

Ledger Reports Print Save PDF

Review general, account, customer and supplier activity with backend-calculated balances.

General Ledger Account Ledger Customer Ledger Supplier Ledger

ACCOUNT: Salary Expense × DATE: Today 1 Apply Filters Reset

Opening Balance 0.00 Closing Balance 30,000.00

Columns				
Date	Journal Number	Reference	Transaction Type	Description
2026-10-16	JV-000002		journal	Salary entered twice by mistake
2026-10-16	JV-000003		journal	Reversal:
2026-10-16	JV-000004		journal	October salary accrual

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Choose the account, then Apply Filters (1).

- Read the **Opening Balance** and **Closing Balance** at the top. Each row shows the date, the voucher number, the source, the account, the description, the debit, the credit and the running balance.
- Use **Print** or **Save PDF** to keep a copy.

What happens next

Rows from a reversed voucher show the status **Reversed**, and the reversing voucher is a separate row. The status filter lets you show **Posted** or **Reversed** rows.

Important notes

- Customer and supplier statements are explained in [Customer and supplier ledgers](#).
- There is no separate Trial Balance screen in NEXTOREx. Use the General Ledger and the [Balance Sheet](#).

Related guides

- [Post a journal voucher](#)
- [Chart of Accounts](#)

How opening stock is recorded in your accounts

What your accounts show when you enter opening stock: Inventory goes up and Opening Balance Equity goes up, and your profit is not affected.

Plan: Business and above

What this does

When you start using NEXTOREx you already own stock. You enter it as an **Opening Balance** stock adjustment. This guide shows what that does to your accounts, so you can explain it to your accountant.

Steps

1. Open **Stock**, then **Stock Adjustment**, and click **Create adjustment**.
2. Choose the product and the warehouse.
3. Choose the **Movement type Opening Balance** (1).
4. Enter the **Quantity** (2) and the **Unit cost** (3).
5. Click **Record Adjustment** (4).

Adjust Stock

PRODUCT

Canvas Tote Bag
TB-100 Change

ADJUSTMENT DETAILS

WAREHOUSE * 1 Main Warehouse

MOVEMENT TYPE * 2 Opening Balance

QUANTITY * 3 50

UNIT * Piece

UNIT COST 4 400

ADJUSTMENT VALUE 20000.00

Auto-filled from batch/variant/product cost.

NOTES

NOTES

Opening stock count

Cancel Record Adjustment

Movement type (1), quantity (2), unit cost (3) and Record Adjustment (4).

The full steps are in [Stock adjustments and opening stock](#).

What happens in your accounts

NEXTOREx posts one system journal entry for the adjustment:

Account	Debit	Credit
Inventory Asset	quantity × unit cost	
Opening Balance Equity		quantity × unit cost

For 50 bags at 400, that is 20,000 debit to **Inventory Asset** and 20,000 credit to **Opening Balance Equity**. Open **Journal Entries** and double-click the entry. It is marked as system generated and linked to the stock movement.

DEBIT / CREDIT LINES

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
11200Inventory Asset		20000.00	
23000Opening Balance Equity			20000.00
Total		20000.00	20000.00
Balanced ✓			

Reverse Entry

Inventory Asset (1) and Opening Balance Equity (2).

Opening stock is not profit

Opening stock is something you already owned. It is recorded as an asset and as equity, not as income. It does not appear in your [Profit and Loss report](#). It does appear in your [Balance Sheet](#), under Assets (Inventory Asset) and under Equity (Opening Balance Equity).

Home • POS & Inventory • Reports • Profit & Loss

Profit & Loss

Income vs. expense summary for the selected date range.

FROM DATE

TO DATE

📅 Oct 1, 2026 ×

📅 Oct 16, 2026 ×

🔍 Generate

🔄 Reset

 **Statement of Profit & Loss** 2026-10-01 to 2026-10-16

Income

Sales Revenue (4000)	26,000.00
Total Income	26,000.00

Expenses

Cost of Goods Sold (5000)	16,000.00
Salary Expense (6000)	30,000.00
Total Expenses	46,000.00

Net Loss 20,000.00

Profit comes from sales and expenses. Opening stock is not in it.

Important notes

- Use **Opening Balance** only for the stock you already had on your start date. For a later stock count correction, use **Adjustment In** or **Adjustment Out**.
- A posted entry cannot be edited. To correct a wrong opening quantity, record another adjustment, and ask your accountant before you reverse the entry.

Related guides

- [Stock adjustments and opening stock](#)
- [Balance Sheet](#)

Profit and Loss report

See your income, costs and profit for any period.

Plan: Business and above

What this does

The Profit & Loss report adds up your income and your expenses for a period and shows the difference: your net profit.

Steps

- 1. Open **Reports**, then **Profit & Loss**.
- 2. Choose the **From date** and **To date**.
- 3. Click **Generate**.

Home • POS & Inventory • Reports • Profit & Loss

Profit & Loss

Income vs. expense summary for the selected date range.

FROM DATE

TO DATE

📅 Oct 1, 2026 ×

📅 Oct 16, 2026 ×

🔍 Generate

🔄 Reset

📄

Statement of Profit & Loss

2026-10-01 to 2026-10-16

Income	
Sales Revenue (4000)	26,000.00
Total Income	26,000.00
Expenses	
Cost of Goods Sold (5000)	16,000.00
Salary Expense (6000)	30,000.00
Total Expenses	46,000.00
Net Loss	20,000.00

Income, expenses and net profit for the period.

What happens next

The report lists each income account (such as **Sales Revenue**) and each expense account (such as **Cost of Goods Sold**), with totals and the **Net Profit**. Click **Reset** to return to the default dates.

Important notes

- Opening stock that you enter as an **Opening Balance** stock adjustment is not part of your profit. It is recorded as Inventory (an asset) and Opening Balance Equity. See [How opening stock is recorded](#).
- The report counts only what is posted in the dates you choose.

Related guides

- [Balance Sheet](#)
- [How opening stock is recorded](#)

Balance Sheet

See what you own, what you owe and your equity on any date.

Plan: Business and above

What this does

The Balance Sheet shows your **Assets** (what you own, such as cash, money customers owe you and stock), your **Liabilities** (what you owe, such as supplier balances and sales tax payable) and your **Equity** on one date.

Steps

1. Open **Reports**, then **Balance Sheet**.
2. Choose the **As of date**.
3. Click **Generate**.

Home • POS & Inventory • Reports • Balance Sheet

Balance Sheet
Assets, liabilities & equity as of a given date.

AS OF DATE

📅 Oct 16, 2026 ×

🔍 Generate

🔄 Reset

📄 Statement of Financial Position as of 2026-10-16

✓ Balanced

Assets	
Cash in Hand (1000-01)	96,000.00
Meezan Current Account (1000-02)	30,000.00
Accounts Receivable (1100)	0.00
Inventory Asset (1200)	4,000.00
Total Assets	130,000.00
Liabilities	
Accounts Payable (2000)	30,000.00
Total Liabilities	30,000.00
Equity	
Opening Balance Equity (3000)	120,000.00
Current Period Earnings Current Period	-20,000.00
Total Equity	100,000.00
Total Liabilities & Equity ✓ Balanced	130,000.00

Assets, liabilities and equity.

What happens next

The report lists each account with its balance and shows totals. A green **Balanced** mark appears when total assets equal total liabilities plus equity.

Important notes

- Sales tax you charged on sales orders is shown as a liability (**Sales Tax Payable**), not as part of your sales revenue.
- Profit for the current period is shown as **Current Period Earnings** under Equity.

Related guides

- [Profit and Loss report](#)
- [Aging report](#)

Aging report

See which customers owe you money and which suppliers you owe, grouped by how overdue the amounts are.

Plan: Business and above

What this does

The Aging report groups unpaid amounts by age: **Current, 1 to 30 days, 31 to 60 days, 61 to 90 days** and **90+ days**. It helps you decide who to chase for payment and which supplier bills are due.

Steps

- 1. Open **Reports**, then **Aging Report**.
- 2. Choose the **As of date** and click **Generate**.
- 3. Use the **Payables (Suppliers)** tab for what you owe. Use the **Receivables (Customers)** tab for what customers owe you.

Home • POS & Inventory • Reports • Aging Report

Aging Report

Payables (Supplier) and receivables (Customer) age buckets, FIFO-approximated from real payment/invoice activity.

AS OF DATE

📅 Oct 16, 2026 ×

🔍 Generate

🔄 Reset

⌵ Aging Buckets

Payables (Suppliers)

Receivables (Customers)

Columns						
SUPPLIER	CURRENT	1–30 DAYS	31–60 DAYS	61–90 DAYS	90+ DAYS	TOTAL
Prime Distributors	8,000.00	0.00	0.00	0.00	0.00	8,000.00
10 / page ▾ PrevPage 1 of 1Next						
Total	8,000.00	0.00	0.00	0.00	0.00	8,000.00

Payables and receivables by age.

Important notes

- The ages are estimated by matching payments to the oldest invoices first. Treat them as a guide and check the customer or supplier statement for exact amounts.

Related guides

- [Customer and supplier ledgers](#)